Checklist for Becoming a Pearson VUE Test Center

This is a two part application process

Part 1   Complete on-line application

Part 2   Submission of photographs and a floor plan of the proposed CBT location

Begin by:

☐ Contact David Stout and Colleen Clark by e-mail indicating that you will be completing the Pearson VUE application process (Colleen Clark will come out and visit your test site.)

☐ Complete Letter of Intent and submit to David Stout

☐ Go to   www.pearsonvue.com/pvtc
   Review Benefits and FAQs about becoming a test center

☐ Have your IT staff ensure your center has all the Technical requirements

   o   IT staff will help you decide if your center will work best as a Workgroup Scenario or Server Scenario
   o   Purchase required equipment from Pearson VUE.   The cost is $450

☐ Check to make sure Facility requirements are in place:
   o   Has a room for the Administrator Station, where the server, camera and electronic signature pad are located and is the room where the test-taker can check in on the day of the test
   o   Has an area for locked storage, such as a locker, lockable backpack or tote or box
   o   Has the computer area where there is at least four (4) feet between test-takers or petitions are used
   o   Has glass partition for Administrator to observe testing or a camera or an Administration area in the testing room
   o   Must be able to see candidates from behind and hands must be visible

☐ PVTC Application Process:
   o   Scroll down the page and click on Academic institution
   o   Complete the Application, **Part 1: Fill out initial application**
   o   Complete the nine steps for floor plan and take and upload the required photos
   o   Photo and floor plan requirements
   • **Part 2 of Application Process: Submit photos and floor plan »**

☐ Once application is submitted, a Pearson VUE channel team member will contact you

☐ Contact David Stout and Colleen Clark by e-mail informing them that your test center has been approved by Pearson VUE.